

## Notice of Intent to Certify Sole Source

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**To:** Interested Parties  
**From:** Craig P. Orgeron, Ph.D.  
**CC:** ITS Project Number 42791  
**Date:** July 19, 2016  
**Re:** Sole Source Certification Number 3929 to upgrade and provide CSiBridge Software Support for the Mississippi Department of Transportation (MDOT)  
**Contact Name:** Ceria Walker  
**Contact Phone Number:** 601-432-8013  
**Contact E-mail Address:** [ceria.walker@its.ms.gov](mailto:ceria.walker@its.ms.gov)

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### Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 3929 for CSiBridge software support for MDOT, please be advised that ITS intends to award the software support to Computers & Structures, Inc. as the sole source provider of this upgrade and maintenance through September 5, 2019, in an amount not to exceed \$40,950.00. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

### Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

This software designs in Load and Resistance Factor Design (LRFD), which is a federally mandated design procedure. CSiBridge combines complex geometries, boundary conditions, and load cases to design bridges. It analyzes bridge geometry in seismic zones and load rate bridges. CSiBridge has been MDOT's bridge seismic design program since 2010. MDOT's seismic design training manuals and policies were written and derived from this software. MDOT has made a business decision to continue using CSiBridge software support. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

CSiBridge is currently used in the design and rating of bridges. It analyzes bridges in different stages of construction. This software combines different load combinations in the design of bridges, along with superstructure and seismic design. It also analyzes creep and shrinkage, camber, bearings, and substructures. CSiBridge is also currently used to load rate complex bridge structures as mandated by the Federal Highway Administration (FHWA). The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

**Computers & Structures, Inc. is the developer and sole source provider of the CSiBridge software and the sole source provider of technical support and maintenance for the software. The vendor's sole source certification letter is included as Attachment B.**

#### **Schedule**

Task	Date
First Advertisement Date	07/19/16
Second Advertisement Date	07/26/16
Response Deadline From Objectors	08/02/16 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 08/03/16

#### **Project Details**

MDOT first acquired the CSiBridge software SAP 2000v14, in May 2009, as a sole source. In 2011 MDOT upgraded to CSiBridge Plus Advanced v15 software. MDOT now seeks to renew the software support and upgrade to CSiBridge Advanced v2016 through this procurement. MDOT has spent \$112,679.61 to date.

#### **Submission Instructions and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the CSiBridge software support should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to Computers & Structures, Inc.

##### **1.1 Interested Party Information**

1.1.1 Contact Name, Phone Number and email address

1.1.2 Company Website URL, if applicable

##### **1.2 Objection to Sole Source Certification**

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to Tuesday, August 2, 2016, at 3:00 p.m. (Central Time) to Cerria Walker at [cerria.walker@its.ms.gov](mailto:cerria.walker@its.ms.gov) or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Cerria Walker to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4 Interested Party responses should include the following information:

**SUBMITTED IN RESPONSE TO  
Sole Source Certification No. 3929-42791  
Accepted until August 2, 2016 @ 3:00 p.m.,  
ATTENTION: Cerria Walker**

If you have any questions concerning the information above or if we can be of further assistance, please contact Cerria Walker at 601-432-8013 or via email at [cerria.walker@its.ms.gov](mailto:cerria.walker@its.ms.gov).

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview

## Attachment A



3771 Eastwood Drive  
Jackson, Mississippi 39211  
Phone 601-432-8000 Fax 601-713-6380

## Sole Source Certification Request

<b>Project Title:</b> CSiBridge Software Support			<b>Stimulus (ARRA) Funds?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Customer Contact Information</b>				
Agency/Public University: MS Department of Transportation Address: 401 North West Street Jackson, MS 39201			Contact Person: Bo Dickerson Phone: 601-359-7483 Fax: Email Address: bdickerson@mdot.ms.gov	
MAGIC Customer Number (only required from state agencies): 7000000251			Division/Dept: Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): Using CSiBridge, engineers can easily define complex bridge geometries, boundary conditions and load cases. The bridge models are defined parametrically, using terms that are familiar to bridge engineers such as layout lines, spans, bearings, abutments, bents, hinges, and post-tensioning. The software creates spine, shell or solid object models that update automatically as the bridge definition parameters are changed.				
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid): 09/01/2019				
Cost Estimates Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints Item Needed by: 09/05/2016 Funds Expire:	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 3 years
2017	\$40,950.00		Discuss Funding (e.g. how much of needed funding is definite: total project budget; any matching or other non-state funds)	
Total	\$40,950.00			
<b>Acquisition Details</b>				
Items Requested	Quantity	Description	Building Location(s)	
Extend Support CSiBridge Advanced v2016 Network	3			
Extend Support CSiBridge Advanced w/Rating v2016 Network	1			
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification:				
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)?				
<b>Sole Source Certification</b> Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.				
Specific business requirements to be met by the requested products or services: CSi Bridge is currently used in the design and rating of bridges. It analyzes bridges in different stages of construction. This software combines different load combinations in the design of bridges, along with superstructure and seismic design. It also analyzes creep and shrinkage, camber, bearings, and substructures. CSi Bridge is also currently used to load rate complex bridge structures as mandated by FHWA.				
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): This software designs in LRFD, which is a federally mandated design procedure. CSi Bridge combines complex geometries, boundary conditions, and load cases to design bridges. It analyzes bridge geometry in seismic zones and load rate bridges. CSi Bridge has been our bridge seismic design program since 2010. Our seismic design training manuals were written and derived from this software.				
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): Computers & Structures, Inc. is the developer and sole source provider of the CSiBridge software and the sole source provider of technical support and maintenance for the software.				
Explain why the amount to be expended for the services is reasonable: N/A				
Explain what your agency did to obtain the best possible price for the services: N/A				
Vendor's Certification of Sole Source attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Vendor's proposal submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.				
Place Order To		Remit To		
Vendor Name: Computers & Structures, Inc.		Vendor Name: Computers & Structures, Inc.		
Vendor Address: 1646 N California Blvd		Vendor Address: 1646 N California Blvd		
Walnut Creek, CA 94596		Walnut Creek, CA 94596		

## Attachment A

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the TS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Melinda L. McGrath, Exec. Dir.  
Name (Agency Head or Public University CIO)/Title

Melinda L. McGrath  
Signature Date 7/19/16

## Attachment B



1646 N. California Blvd., Suite 600  
Walnut Creek, CA 94596  
PHONE 510 649- 2201 FAX 510 649-2299 [www.csiamerica.com](http://www.csiamerica.com)

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March 8, 2016

Kelly D. Brooks, CPPB, CMPA  
IS Procurement Specialist / Information Systems Division  
Mississippi Department of Transportation  
Bridge Division  
3771 Eastwood Drive  
Jackson, MS 39211

Dear Kelly,

Computers & Structures Inc. is the developer and sole source provider for the software programs SAP2000, CSiBridge, ETABS, SAFE, CSICOL, PERFORM 3D and associated Modules. Computers & Structures Inc. is also the sole source provider for technical support & maintenance for these software programs.

If you have any questions, please contact Computers & Structures Inc.

Sincerely,

Nicholas Luu  
Sales Manager

## **Attachment C: Sole Source Procurement Overview**

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website ([www.its.ms.gov](http://www.its.ms.gov)).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

## **Attachment C: Sole Source Procurement Overview**

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.